



Meeting Information:

A **PPM Workflow Review & Improvement Team** kick-off meeting was held on Tuesday, October 10, 2006 from 10:00 to 11:00AM in conference room 3B at the ITS office at 3900 Wake Forest Road.

Meeting Attendees:

John Correlus (DOC)	Alisa Cutler (EPMO)	Todd Russ (ITS)
Glenn Poplawski (ITS)	Shaw Erfani (EPMO)	John McShane (EPMO)
Jim Tulenko (ITS)	Charles Richards (ITS)	Jesus Lopez (ITS)

Agenda:

This meeting/presentation focused on the following: *Team member Introductions, Ground Rules, Goals & Objectives, Brainstorming Results Analysis and Next Steps.*

Meeting Documentation:

The following documents were distributed to meeting participants:

- Slide Presentation Copies

Meeting Minutes

- J. Lopez provided an overview of the overall team goals and objectives: (Please see slides for complete list of goals and objectives)
 - Review existing PPM Workflow & Identify Improvement Opportunities
 - Analyze Improvement Opportunities then: Prioritize, Decompose & Document/Present our Findings

J. Lopez noted that Sharon Hayes had reviewed and approved the goals and objectives.

- J. Lopez thanked the team for participating in the initial cyber brainstorming activity that yielded 60 ideas and/or improvement opportunities. A subsequent activity resulted in the following prioritized list:
 1. Multiple Workflows Needed
 2. Too Many Gates
 3. Procurement Gate Needed
 4. Define Documents Needed at Each Gate
 5. Not all State Approvers Needed at Each Gate
 6. Define/Promote use of Programs

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7. Technical Architecture Placement
 8. Flow Diagram for Change Request Process
 9. Define Roles and Responsibilities of State Approvers
 10. Start Using Resource Tab
 11. Reexamine Threshold Levels
 12. Eliminate Medium Cost Threshold Workflow
- The Team reviewed the list and agreed to keep it broken down as is. In addition, the team agreed that all the major areas of potential improvement are represented on the list.
 - J. Lopez noted that 2 recurring themes manifested themselves during the brainstorming activities:
 1. The Need for Multiple Workflows
 2. The Need for Fewer Gates
 - **Workflow Numbers Discussion**
 - The team agreed that the first step in determining how many project workflows are needed is to identify the main project type categories. The team generated the following list:
 1. Infrastructure
 - i. Network
 - ii. Hardware
 2. Telecommunications
 3. Applications Development
 - i. Hosted (ITS/Agency/External)
 - ii. Non-Hosted
 4. Software Development
 - i. COTS
 - ii. Custom
 - iii. GOTS
 5. Feasibility Study
 6. Enterprise Services
 7. Planning
 8. Implementation
 9. IT Plans/Expansion Budget
 - For comparison purposes the team referenced the following list of project types currently available in the PPM Tool:
 1. Infrastructure
 2. Feasibility Study
 3. HW Procurement
 4. SW Procurement
 5. COTS: Less than 20% Modification



6. COTS: Greater than 20% Modification
7. Procurement
8. Mixed Life Cycle
9. Implementation
10. Close Outs
11. IT Plan

The team had a discussion around the definitions of these types as well as their alignment to the definition of a project. It was agreed that changes are needed for this selection but that we need to focus on the project type list we listed earlier.

It was agreed to divide the list among team members who will decompose the type and take a pass at clearly defining the type. The follow-up work was assigned as follows:

1. Infrastructure (**Todd Russ**)
 - i. Network
 - ii. Hardware
2. Telecommunications (**Todd Russ**)
3. Applications Development (**John Correlus**)
 - i. Hosted (ITS/Agency/External)
 - ii. Non-Hosted
4. Software Development (**John McShane**)
 - i. COTS
 - ii. Custom
 - iii. GOTS
5. Feasibility Study (**Shaw Erfani**)
6. Enterprise Services (**Glenn Poplawski**)
7. Planning (**Charles Richards**)
8. Implementation (**Alisa Cutler**)
9. IT Plans/Expansion Budget (**Not Needed**)

Next Steps

- J. Lopez will collect all definitions and generate a master list
- Team will reconvene to review and approve project types/definitions

Next Meeting (TBD)